



GEORGIA BUREAU OF INVESTIGATION JOB VACANCY NOTIFICATION #15-016

POSTED: October 14, 2014

DEADLINE: October 17, 2014

JOB TITLE: Support Services Worker (part-time)

JOB CODE: T6001

POSITION NUMBER: 00123092

LOCATION: DDI/Computer Services
GBI Headquarters
Decatur, Georgia

SALARY RANGE: \$10.10 per hour

DUTIES AND RESPONSIBILITIES:

Under general supervision, uses independent judgment and initiative to perform a variety of advanced clerical duties in support of the Child Exploitation and Computer Crimes Unit (CEACC) Cybertip Program Specialist, CEACC management, other CEACC staff. More specifically, duties will include assisting with the management of the entire cybertip process at CEACC. This will consist of receiving notification of and downloading cybertips from the National Center for Missing and Exploited Children (NCMEC), reviewing those cybertips, preparing subpoenas for information, determining jurisdiction and following up on those cybertips with a variety of law enforcement agencies

MINIMUM QUALIFICATIONS

High school diploma or GED and any combination of training and experience which should have enabled the applicant to acquire the necessary knowledge, skills and abilities.

VACANCY OPEN TO ANYONE WHO MEETS THE MINIMUM QUALIFICATIONS

TO APPLY:

APPLICANTS MUST SUBMIT (2) STATE OF GEORGIA APPLICATIONS TO:

Georgia Bureau of Investigation
Attn: Office of Human Resources
P. O. Box 370808
Decatur, GA 30037-0808

Applications may be obtained by clicking the following link: [GBI State Application](#)

- ❖ The Job Vacancy Number, located at the top of this announcement, along with Job Title and Job Code must be listed on applications for this vacancy.
- ❖ Applications should be filled out carefully and completely. **Applications will not be considered that have “see attached” in lieu of completing the work history and job information on the application.**
- ❖ **Foreign Education:** Applicants who have completed part or all of their education outside the U.S. must have their foreign education evaluated by an accredited organization to ensure that the foreign education is equivalent to education received in accredited educational institutions in the U.S. **This evaluation must be a course-by-course evaluation that includes each completed course/subject and the U.S. credit equivalent. Applicants must submit (2) copies of the credential evaluations to the address noted above by the deadline.** For a listing of services that can perform this evaluation, see the National Association of Credential Evaluation Services website at <http://www.naces.org/members.htm>.
- ❖ Due to the volume of applications we receive, we are unable to provide information on application status by phone or by e-mail. Applicants who are selected for an interview will be contacted to arrange an appointment. Applicants who are not selected for an interview will not receive notification.
- ❖ The GBI reserves the right to close this job announcement once a qualified applicant pool has been identified.
- ❖ Employment for the selected candidate(s) is contingent upon the successful completion of a GBI background investigation including criminal, credit and driver's history checks, polygraph examination, fingerprinting and drug screening.
- ❖ Click the following link for a list of [GBI Employment Disqualifiers](#).

All applications must be received in the GBI Office of Human Resources by close of business on the deadline date posted on this job vacancy announcement

THE GBI IS AN EQUAL OPPORTUNITY EMPLOYER